

Frequency of Scheduled Custodial Services

Task	Daily (D7)	Daily (D5)	3XWkly (3W)	2XWkly (2W)	Weekly (W)	Semi-Mtly (SW)	Monthly (M)	Qtrly (Q)	Semi-Annl (SA)	Annual (A)
Sweeping/Dust Mopping				Required						
Vacum Carpet and Rugs				Required						
Polishing and Spot Cleaning					Required					
Low Dusting/Cleaning					Required					
High Dusting/Cleaning							Required			
Damp Mopping					Required					
Spray Cleaning and Buffing							Required			
Waxing and Buffing								Required		
Stripping and Rewaxing Floors									Required	
Shampooing Carpets/Rugs									Required	
Shampooing/Scotchguarding Upholstery										Required
Interior Concrete and Ceramic Floor Care									Required	
Cleaning Light Fixtures										Required
Cleaning Ceiling Fan										Required
Cleaning Restrooms					Required					
Servicing Restrooms					Required					
Cleaning Drinking Fountains and				Required						

Cleaning Light Fixtures				Required
Cleaning Ceiling Fan				Required
Cleaning Restrooms		Required		
Servicing Restrooms		Required		
Cleaning Drinking Fountains and Sinks		Required		
Cleaning Blinds and Curtains				Required
Cleaning Sand Urns and Ash Trays	Required			
Cleaning HVAC Registers and Vents			Required	
Furniture and Chalkboards			Required	
Refuse Collection	Required			
Cleaning Refuse Containers		Required		

This schedule of services includes Bldgs 303, 504 and 505 only!